



# District of Columbia Air National Guard

## AGR Announcement

### 20-448



<b>APPLICATION MUST BE FORWARDED TO:</b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b> <b><u>NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</u></b>	<b>OPENING DATE:</b> 24 September 2020	<b>CLOSING DATE:</b> 8 October 2020
<b>Position Location:</b> 113th Force Support Squadron Joint Base Andrews, MD	<b>Position Title:</b> Services Superintendent <b>Max Grade:</b> SMSgt (E8) <b>Min Grade:</b> TSgt (E6) <b>Promotable</b> <b>Must be AFSC:</b> 3F171 / 3F191  <b>Appointment Status</b> [ X ] Enlisted [ ] Officer	
<b>AREA OF CONSIDERATION: GROUP III</b> <b>All individuals eligible for entry into the DCANG</b>		
<b>INSTRUCTIONS FOR APPLYING:</b> This office will <b>NOT</b> accept mailed applications. <b>You must send applications electronically.</b> <b>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</b>  <b>AGR REQUIRED DOCUMENTS:</b> <ol style="list-style-type: none"><li>1.) NGB 34-1 (<i><b>dated Nov 2013</b></i>) Application for AGR Position. <a href="https://www.ngbpdc.ngb.army.mil/ngbforms/">https://www.ngbpdc.ngb.army.mil/ngbforms/</a></li><li>2.) Copies of last three EPRs / five OPRs.</li><li>3.) Resume (<i>any format</i>).</li><li>4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).</li><li>5.) Report of Individual Personnel (RIP) from vMPF only (<i>must be dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager.</li><li>6.) Current Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>).</li><li>7.) Letter(s) of recommendation (<i>optional</i>).</li><li>8.) If missing documents, memo to board president required stating reason why documents are missing.</li></ol> <b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: <i>MVA number, Rank, Last name, First name, Middle Initial</i>. Ex: 20-300 – SSGT DOE, JOHN A</b> <b>Email subject will be in the same format.</b>		
<b>Conditions of Employment:</b> <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit. If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.		
<b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. <b>Incomplete applications will not be considered.</b> It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. <a href="http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf">http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf</a> and ANGI 36-7 <a href="http://www.ngbpdc.ngb.army.mil/publications.htm">http://www.ngbpdc.ngb.army.mil/publications.htm</a>		



# The District of Columbia Air National Guard



DC is an Equal Opportunity Affirmative Action Employer

This announcement must be posted on unit bulletin boards until the day following the closing date.

**Announcement Number:** 20-448

**Position:** Services Superintendent

**Position Description:** Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) food service activities; lodging activities; recreation, fitness and sports programs; laundry operations; mortuary affairs programs; honor guard teams; protocol operations, missile alert facilities, and Force Support readiness programs. Operates and supervises automated information management systems. Manages Force Support operations. Improves work methods and procedures to ensure economic operation and customer satisfaction. Executes customer service and support programs Resolves customer complaints. Applies accounting principles to control resources. Determines appropriated and non-appropriated fund (NAF) budget requirements. Requisitions and accounts for subsistence, supplies, and equipment needed to support Services specific and Force Support programs. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Manages resource management for NAF and APF accounts. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Performs recreation programming. Maintains unit readiness program. Establishes and supervises bare base facilities that provide food, fitness, lodging, sports management, recreation, laundry, mortuary services, field resale operations, and protocol support to deployed personnel. Inspects and evaluates Force Support activities. Determines effectiveness of service and retail operation programs by analyzing accomplishments with planned program standards and goals. Ensures storage facilities and procedures are in place to adequately safeguard subsistence, equipment, and supplies. Evaluates contractor performance in outsourced Sustainment Services functions. Operates fixed, bare base, missile alert and portable food service facilities and equipment. Plans, prepares, and adjusts menus. Determines resource availability, pricing, and merchandise trends. Establishes resale merchandise prices, inventory levels, and safeguarding procedures. Maintains liaison with civilian industry to keep abreast of current trends, product development, and improved customer service techniques. Monitors lodging quarter's occupancy status, and determines and certifies non-availability of transient quarters. Explains concepts of fitness requirements. Explains and demonstrates proper conditioning procedures, weight training, and aerobic equipment techniques. Promotes physical fitness participation. Works technical mortuary functions such as supervising teams for the search and recovery of human remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of the Base Services programs, missions, functions, activities, and events. Performs evaluation of flight force structure to ensure personnel resources are identified, recruited, filled, retained, and employed. Analyzes designed operational capability (DOC) statements, status of skill-level and ancillary training for assigned personnel and availability and condition of require equipment. Provides recommendations to senior staff for submission and up channeling of readiness reports. Develops, accomplishes, and submits critical program reviews and status reports via chain-of-command and readiness reporting systems in accordance with National Guard Bureau (NGB) and Joint Chiefs of Staff (JCS) combat requirements. Researches, verifies, and implements MAJCOM initiatives to maintain consistency with all Total Force requirements. Develops, publishes, and/or supervises accomplishment of tactical/strategic training plans and operating instructions to optimize readiness posture in changing combat environment. Serves as the primary point-of-contact for all wing Services matters. Provides technical guidance and recommendations regarding program operations and effectiveness to squadron commander on a daily basis. Manages the Base Subsistence, Food Services, Lodging and Fitness Programs. Manages the Fatality Search and Recovery Team operations, equipment and training to ensure team readiness is continuously maintained. Plans requirements for unit training assemblies, annual training exercises, deployments, and humanitarian support missions. Prepares, manages, and maintains a comprehensive annual budget and related contracts for Services training, equipment, and supplies, as well as official travel within the Operations and Maintenance (O&M) and Military Personnel (MILPERS) appropriations. Perform other duties as assigned.

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. Must Be AFSC qualified.
3. Must have leadership and supervisory experience.

**Eligibility Requirements:**

1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

**AGR Employment Points of Contact:**

HR Specialist: SSgt Shailah Florvil, [Shailah.Florvil.mil@mail.mil](mailto:Shailah.Florvil.mil@mail.mil) /202-685-8813 (DSN 325-8813)

AGR Manager: CMSgt Adrienne Wilson, [Adrienne.L.Wilson.mil@mail.mil](mailto:Adrienne.L.Wilson.mil@mail.mil) /202-685-9925 (DSN 325-9925)